

## LICENSE CLASS CHANGE APPLICATION INSTRUCTIONS

**Failure to submit a complete packet will result in the rejection of your application.**

The following checklist is being provided to ensure your application is not missing any information. We strongly recommend that you use this document to aid you in completing the application packet. Should you need additional forms or need to verify the correct fee you may download all forms from our web site: [www.colorado.gov/revenue/enforcement](http://www.colorado.gov/revenue/enforcement)

☐ **Application:** DR 2658 - License Class Change Application. Fill out all requested information provided including all boxes marked "yes" or "no". **All "yes" answers require an explanation.** Application must be signed by owner, corporate officer or LLC member.

☐ **Franchise Letter** - If changing to a franchised dealer please ensure that the manufacturer is licensed to do business in Colorado. You may ask them for a copy of their license or contact our office. If the manufacturer is licensed you will need to obtain a letter from them stating that you are authorized to sell their product line.

☐ **License Fee** - Check should be made payable to the Department of Revenue.

### ADDITIONAL INFORMATION

The Dealer Board requires a net worth of at least **\$100,000**.

AID will obtain a credit bureau report from Experian. This report is an indicator of the licensee's financial fitness. The Dealer Board requires a **score of at least 701 for each applicant**. It is suggested that if you are not sure of your score that you contact Experian to run your own credit report.

AID will obtain a background check. If any of the owners, stockholders or members have ever been arrested, charged with, convicted of, or pled no contest to any felony or misdemeanor crime in the past ten years, excluding traffic violations, full details **must** be provided including type of crime, date, place of conviction, sentence received, etc., Supporting documents **must** be included with the application.

To secure the court documents, the applicant should follow these steps:

- 1) Identify the county where the charges were filed; i.e. if the arresting agency was Lakewood P.D. then the court would be Jefferson County. Do not expect to get Jefferson County records from Arapahoe County.
- 2) Request records in person and expect a fee to be charged.
- 3) Records are kept with each court's clerk; i.e. District Court Clerk vs County Court Clerk. The licensee may have to contact more than one clerk's office to obtain all of the records.
- 4) Complete the record request card (slip) at the clerk's counter. The clerk will locate the court file and the licensee must locate the court's findings from within the file. Some courts may provide a computer printout.
- 5) Be prepared to make photocopies of the documents and have change for the copier.

Denial is mandated by statute when an applicant for a license has been convicted of or pled no contest to any of the following offenses in Colorado or any other jurisdiction during the past ten years: **1)** A felony in violation of Article 3, 4, or 5 of Title 18 C.R.S. or any similar crime in another jurisdiction. **2)** Any crime involving odometer, salvage, motor vehicle title fraud or the defrauding of a retail consumer in a motor vehicle sale or lease transaction.

Title 18 Article 3 covers crimes against persons such as murder, assault, kidnapping, sexual assault, custody violation, menacing weapon, vehicular homicide, manslaughter, criminal extortion and enticing a child.

Article 4 covers crimes against property including arson, theft, burglary, robbery, criminal mischief over \$500, criminal trespass in the 1st degree and unlawful transfer for sale (copyright infringement).

Fraud is covered by Article 5 including forgery, criminal possession of a forged instrument or forging instrument, criminal impersonation, fraud by check (over \$500), commercial bribery, bribery in sports and equity skimming.